

Hall of Records
CommissionQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 134PAGE
NO. 1

1. Requesting Agency

REGISTER OF WILLS - BALTIMORE, MD.

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☒ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. ORDERS FOR COPIES

Quantity: 12 volumes (16 cubic feet)
Dates: 1904 - 1929
Size: average 200 pages, 14½ x 11 x 1

These volumes are a record of copies of recorded instruments requested, showing date, by whom ordered, type of instrument, name of deceased, fee and by whom prepared. Since 1929 a receipt form has been used and the fee recorded in the Cash Receipt Ledger where it is audited. The volumes are of no value to the Register of Wills.

RECOMMENDATION: DESTROY ACCUMULATION.

Approved Hall of
Records Commission2. REGISTER'S FEE BOOKS

Quantity: 25 volumes
Dates: 1870 - 1890 (3 volumes)
1892 - 1895 (1 volume)
1912 - 1930 (7 volumes)
1953 - 1954 (1 volume)
Size: average 400 pages, 12 x 9½ x 2.

Entries in these volumes were made chronologically showing the fees collected, date, purpose of fees and any remarks. The books were necessary for audit purposes prior to 1930. Since that date the receipt form and daily Cash Receipt Journal have been used for the audit. Beginning in 1938, the Fee Books were annually transmitted to the Comptroller of the Treasury who had no use for them and immediately placed them in storage. Use of the volumes was discontinued.

Approved Hall of
Records Commission

7. Agency, Division or Bureau Representative

Leroy C. Shaughnessy
SignatureRegister of Wills
TitleFeb. 10, 1955
DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.March 11, 1955
DateMerrin S. Radloff
ArchivistMAR 14 1955
DateMelusker
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 134

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4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

November 22, 1954. Volumes which are missing for the years 1891, 1895, 1912 and 1930-1938 are lost or were not maintained.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

3. INDEX TO ESTATE DOCKET

Quantity: 10 volumes

Dates: 1903 - 1948

Size: average 500 pages, 18 x 12 x 2 1/2

Index arranged alphabetically by name of decedent

These index volumes have been accurately transcribed and are recommended for destruction within the meaning of the statute governing destruction of transcribed volumes in Chapter 437, Acts of 1953.

RECOMMENDATION: DESTROY ACCUMULATION.

4. INDEX TO ADMINISTRATIONS

Quantity: 8 volumes (No's. 14-21 inclusive)

Dates: 1915 - 1944

Size: average 350 pages, 17 1/2 x 11 x 2

Index arranged alphabetically by name of decedent

These index volumes have been accurately transcribed and are recommended for destruction within the meaning of the statute governing destruction of transcribed volumes in Chapter 437, Acts of 1953.

RECOMMENDATION: DESTROY ACCUMULATION.

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

RECEIVED BY
RECORDS SECTION
OCT 14 1955

McLuskey
Secretary